

Closing an Episode

Each episode should be closed if the client has not received services in 30 days. There are different steps to closing the episode based on the activities that have been created. If there is a program enrollment, it will need to be ended prior to closing the intake. Click on the links below to skip to the required section of the closure process.

Closing an [Intake](#)

Closing a [Program Enrollment without a Treatment Level of Care](#) (GAIN-I Assessment, Recovery Support Services or Pretreatment)

Closing a [Program Enrollment with a Treatment Level of Care](#) (OP, IOP, Detox, or Halfway/Residential/Transitional Housing)

Intake

1. **Getting here:** Login, select the Facility, select Client List on the Navigation Pane (left menu) to generate the Client Search Screen, find client, select Activity List.
2. Select Review on the Intake.
3. Be sure all yellow fields are complete. Enter the Date Closed and select Save and Close the Case.

Program Enrollment without a Treatment Level of Care

1. **Getting here:** Login, select the **Facility**, select **Client List** on the Navigation Pane (left menu) to generate the Client Search Screen, find client, select **Activity List**.
2. Select **Program Enrollment** on the Navigation Pane.
3. All program enrollments must be closed. Select **Review** on the GAIN-I Assessment program enrollment.

Idaho-WITS Training

User: Baslin, Crystal
Loc: D Williams Agency, Williams Treatment
Client: Britte, Rainbow | 21216181000018A

Printable View

Client Search

Agency: D Williams Agency

First Name: R
Last Name: Britte

SSN:
DOB:

Idaho-WITS Training Client ID:
Unique Client Number:
Treatment Staff:
Case Status: All Clients
Other Number:
Include Only Active Consents: Yes

Provider Client ID:
Primary Care Staff:
Intake Staff:
Number Type:

Clear Go

Unenroll Client #	Full Name	DOB	SSN	Gender	Actions
21216181000018A	Britte, Rainbow	12/16/1981	000-00-0000	Female	Profile Activity List Delete Record Linked Consents

Idaho-WITS Training

User: Baslin, Crystal
Loc: D Williams Agency, Williams Treatment
Client: Britte, Rainbow | 21216181000018A | Case #: 1

Printable View

Client Activity List

Activity	Activity Date	Created Date	Status	Actions
Client Information (Profile)	4/22/2014	4/22/2014	Completed	Review
Intake Transaction	4/22/2014	4/22/2014	Completed	Review
Admission	4/22/2014	4/22/2014	Completed	Review
Client Program Enrollment (Adolescent GAIN-I Assessment)	4/22/2014	4/22/2014	Completed	Review
Client Program Enrollment (Adolescent Intensive Outpatient)	4/22/2014	4/22/2014	Completed	Review
Discharge	4/22/2014	4/22/2014	Completed	Review

Idaho-WITS Training

User: Baslin, Crystal
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Client: Britte, Rainbow | 21216181000018A | Case #: 1

Printable View

Program Enrollment

Program Name	Start Date	End Date	Facility	Notes	Actions
Adolescent GAIN-I Assessment	4/22/2014	4/22/2014	Williams Treatment		Review Delete
Adolescent Intensive Outpatient	4/22/2014		Williams Treatment		Review Delete

Finish

4. Enter the **End Date** and select a **Termination Reason** from the drop down menu.

5. Select **Finish**.

NOTE: If there is also a program enrollment for a level of care (e.g. Adolescent Outpatient, Adult Intensive Outpatient) go to the [Program Enrollment with a Treatment Level of Care](#) section.

6. Follow the guidance to close an [Intake](#).

The screenshot shows the 'Program Enrollment Profile' form in the Idaho WITS Training system. The form is titled 'Program Enrollment Profile' and includes the following fields and options:

- Facility: Williams Treatment
- Days on Wait List: 0
- Start Date: 4/22/2014
- End Date: 4/22/2014
- Program Name: Adolescent GAIN Assessment
- Program Staff: Baslin, Crystal
- BPA Authorization #: [Empty]
- Termination Reason: Admin termination
- Notes: [Empty text area]

Red arrows and numbers 4 and 5 indicate the steps for selecting a Termination Reason and clicking the Finish button. The 'Finish' button is located at the bottom right of the form, next to 'Cancel' and 'Save' buttons.

Program Enrollment with a Treatment Level of Care

1. **Getting here:** Login, select the Facility, select Client List on the Navigation Pane (left menu) to generate the Client Search Screen, find client, select Activity List.
2. Select Program Enrollment on the Navigation Pane.
3. All program enrollments must be closed. Select Review on the treatment program enrollment.

Idaho-WITS Training

User: Baslin, Crystal
Loc: Williams Agency, Williams Treatment
Client: Britt, Rainbow | 21216181000018A

Printable View

Client Search

Agency: Williams Agency

First Name: R

Last Name: Britt

DOB:

SSN:

Unique Client Number:

Treatment Staff:

Case Status: All Clients

Other Number:

Include Only Active Consents: Yes

Provider Client ID:

Primary Care Staff:

Intake Staff:

Number Type:

Clear Go

Client List (Export) Add Client

Unique Client #	Full Name	DOB	SSN	Gender	Actions
21216181000018A	Britt, Rainbow	12/16/1981	000-00-0000	Female	Profile Activity List Delete Record Linked Consents

Idaho-WITS Training

User: Baslin, Crystal
Loc: Williams Agency, Williams Treatment
Client: Britt, Rainbow | 21216181000018A | Case #: 1

Printable View

Client Activity List

Activity	Activity Date	Created Date	Status	Actions
Client Information (Profile)	4/22/2014	4/22/2014	Completed	Review
Intake Transaction	4/22/2014	4/22/2014	Completed	Review
Admission	4/22/2014	4/22/2014	Completed	Review
Client Program Enrollment (Adolescent GAIN-H Assessment)	4/22/2014	4/22/2014	Completed	Review
Client Program Enrollment (Adolescent Intensive Outpatient)	4/22/2014	4/22/2014	Completed	Review
Discharge	4/22/2014	4/22/2014	Completed	Review

Idaho-WITS Training

User: Baslin, Crystal
Loc: Williams Agency, Williams Treatment
Client: Britt, Rainbow | 21216181000018A | Case #: 1

Printable View

Program Enrollment

Program Name	Start Date	End Date	Facility	Notes	Actions
Adolescent GAIN-H Assessment	4/22/2014	4/22/2014	Williams Treatment		Review Delete
Adolescent Intensive Outpatient	4/22/2014		Williams Treatment		Review Delete

Finish

4. Enter the **End Date** and select a **Termination Reason** from the drop down menu. Select **Save**.
5. Select **Complete TEDS/NOMS Disenroll Status**.
6. Complete all of the fields. Select **Save**.
7. Select **Discharge Client**.

Idaho WITS Training

User: Bastin, Crystal
Loc: D Williams Agency, Williams Treatment
Client: Britte, Rainbow | 21216181000018A | Case #: 1

Printable View

15.5.0 Logout

Program Enrollment Profile

Facility: Williams Treatment
Days on Wait List: 0
Start Date: 4/22/2014
End Date: 4/22/2014

Program Name: Adolescent Intensive Outpatient
Program Stat: Bastin, Crystal

BPA Authorization #:
Termination Reason: Admin termination
Notes:

TEDS/NOMS Status at Program Enrollment (4/22/2014)

Enrollment Type: Transfer/Change
DSM Diagnosis: 292.11 Inpatient-Induced Psychotic Disorder, With Delusions(DSM)

of Arrests in Last 30 Days: 2
Program at Enrollment: Yes
Methadone Used as Part of Tx: No
Psychiatric Problem in Addition to Alcohol/Drug Problem: Yes

of Times You Have Participated in a Self Help Group in the Last 30 Days: No attendance in the past month

Primary Drug: Club Drugs
Secondary Drug: None
Tertiary Drug: None

Detailed Drug Club Drugs: Not Applicable
Frequency of Use: more than 3 times daily
Route of Intake: Nasal
Age of First Use: 97

Marital Status: Divorced
Living Arrangement: Alone
Employment Status: Having fun in the sun
Highest Education Level Completed: 8th Grade

Primary Income Src: None
Expected Payment Src: Medicaid
Health Insurance: Medicaid

Actions:
Complete TEDS/NOMS Disenroll Status
Enroll in Concurrent Program

Cancel Save Finish

Idaho WITS Training

User: Bastin, Crystal
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Client: Britte, Rainbow | 21216181000018A | Case #: 1

Printable View

15.5.0 Logout

TEDS/NOMS Status at Program Disenrollment (4/22/2014)

Disenrollment Type: Administratively Discontinued
Last Face-to-Face Contact Date: 4/22/2014
Employment Status: Having fun in the sun
Living Arrangement: Alone
of Arrests in Last 30 Days or Since Admission, Whichever is Less: 2

Primary Drug: Club Drugs
Secondary Drug: None
Tertiary Drug: None

Frequency of Use: 2-3 times daily
N/A
N/A

Actions:
Discharge Client
Transfer to another program

Cancel Save Finish

8. Complete the Discharge moving to each page by selecting the **Next Arrow**.
9. Once you reach the end of the Discharge, select **Finish**.
10. Select **yes**.

Idaho-WITS Training

User: Bastin, Crystal
Loc: D Williams Agency, Williams Treatment
Client: Brite, Rainbow | 21216181000018A | Case #: 1

Generate Report Printable View

15.5.0 Logout

Discharge Profile for Brite, Rainbow

Discharged: 4/22/2014 Date of Last Contact: 4/22/14

Discharge Staff: Bastin, Crystal Discharge Referral: [Dropdown]

Reason: Administratively Discontinued

Disposition: [Dropdown]

of times the client has attended a self-help program in the 30 days preceding the date of discharge from treatment services. Includes attendance at AA, NA, and other self-help/mutual support groups focused on recovery from substance abuse and dependence.

No attendance in the past month

ASAM Criteria

Dimension	Level of Risk	Level of Care	Comments
1 - Acute Intoxication and/or Withdrawal Potential			
At Intake	6.1 Intensive Outpatient	a	
At Discharge	8.1 Intensive Outpatient	a	
2 - Biomedical Conditions and Complications			
At Intake	6.1 Intensive Outpatient	a	
At Discharge	8.1 Intensive Outpatient	a	
3 - Emotional, Behavioral, or Cognitive Conditions and Complications			
At Intake	6.1 Intensive Outpatient	a	
At Discharge	8.1 Intensive Outpatient	a	
4 - Readiness to Change			
At Intake	6.1 Intensive Outpatient	a	
At Discharge	8.1 Intensive Outpatient	a	
5 - Relapse, Continued Use, or Continued Problem Potential			
At Intake	6.1 Intensive Outpatient	a	
At Discharge	8.1 Intensive Outpatient	a	
6 - Recovery / Living Environment			
At Intake	6.1 Intensive Outpatient	a	
At Discharge	8.1 Intensive Outpatient	a	

Cancel Save Finish

Idaho-WITS Training

User: Bastin, Crystal
Loc: D Williams Agency, Williams Treatment
Client: Brite, Rainbow | 21216181000018A | Case #: 1

Generate Report Printable View

15.5.0 Logout

Client Discharge for Brite, Rainbow

Treatment Summary

Presenting Problem (In Client's Own Words): The colors are so bright

Strengths, Abilities, Needs, and Preferences of Person Served - Client Statement Regarding Progress

best

Program Enrollment

Program Name	Start Date	End Date	Facility	Notes
Adolescent GARN Assessment	4/22/2014	4/22/2014	Williams Treatment	
Adolescent Intensive Outpatient	4/22/2014	4/22/2014	Williams Treatment	

Services Rendered

Service	# of Sessions

Recommendations

best

Cancel Save Finish

Idaho-WITS Training

User: Bastin, Crystal
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Client: Brite, Rainbow | 21216181000018A | Case #: 1

Generate Report Printable View

15.5.0 Logout

Client is discharged. Do you want to close this case also?

Yes No